From: Piggott, Amelia [Piggott.Amelia@epa.gov]
Sent: 6/16/2015 8:42:42 PM
To: Chalfant, Mark [Chalfant.Mark@epa.gov]
CC: Wilder, Scott [Wilder.Scott@epa.gov]
Subject: RE: Briefing document

That's a good idea. Sometimes I fight with Publisher less than Word, and sometimes more. One thing I was thinking about with respect to these documents was that it would be interesting to think about somehow re-creating a slightly different format for each briefing; if everybody starts briefing with something like the template from CFAC/Smurfit, do you think it will lessen the effectiveness (i.e. will managers' eyes start to glaze over because they are seeing a lot of the same, albeit colorful, documents)? If we think about briefing papers like newspapers or ads, the best way to get clearly communicate and pique interest seems to be not only solid content, but also different visually appealing documents.

I might be over-thinking it. Clearly I am the child of parents who were in the newspaper business for way too long.

ap

Amelia Piggott
Attorney
U.S. EPA Region 8
1595 Wynkoop St.
Denver, CO 80202
303.312.6410

From: Chalfant, Mark
Sent: Tuesday, June 16, 2015 2:32 PM
To: Piggott, Amelia
Cc: Wilder, Scott
Subject: FW: Briefing document

FYI—Microsoft Publisher is another way to format briefing papers. Maybe we ought to give it a try per Phil Strobel's email message below. —Mark

From: Strobel, Philip
Sent: Tuesday, June 16, 2015 2:24 PM
To: Allen, Dana; Anderson, Carol; Coursen, Robin; Diaz, Angelique; Fronczak, David; Lloyd, Lisa; Miullo, Nat; Pierce, Maggie; Platt, Amy; Roos, Judy; Vaughan, Molly; Wasco, Melanie
Cc: Bloom, Judy; Razzazian, Christopher; Russell, Carol; Perkins, Erin; Luey, James
Subject: Briefing document

NEPA Team and friends:

I am sharing the briefing document that I mentioned in NEPA staff meeting today as an example of how we might re-imagine our NEPA briefing documents. This format is based on a briefing document done by ECEJ that was the pioneer for testing a potentially more effective, graphic format. Shaun was reportedly <u>very</u> happy with the ECEJ document and I'll let you know if he has any positive or negative reactions to this one. The ECEJ document also included photographs in a creative and effective way. I found the ECEJ document's graphic format easier to read, and more engaging than the typical bullet list format. See what you think.

Because this particular briefing document is a simple backgrounder to prep Shaun for an introductory meeting, it does not include some of the common briefing headings like: *Action Requested*, *Options Under Consideration, Recommended Action,* or *Next Steps.* This document is a one pager, and I think we should keep briefing documents to no more than two pages.

I am purposely *not* calling this a template because I want to encourage you to explore the best way to communicate the most important information for your particular projects. Also, there are no complaints that I know of with our traditional briefing document formats, so I am not requiring that briefings use this type of format - though I do encourage anyone interested to try their own spin on this graphic format. I found that Microsoft Publisher was a bit easier to use than Microsoft Word, and we all have Publisher on our computers. It does takes some finessing with margins and word wrap and some experience with using text boxes. If you have questions or need assistance with Publisher, I'm happy to help.

-Phil

Philip S. Strobel
Acting Director, NEPA Compliance and Review Program
US EPA - Region 8 (EPR-N)
1595 Wynkoop St., Denver, CO 80202
303-312-6704